



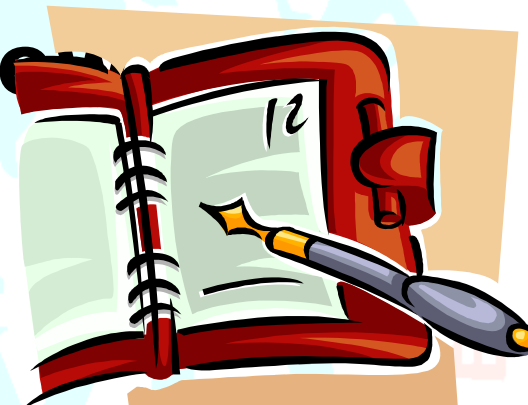
MWR Training Conference

Army Morale, Welfare and Recreation Career Referral Program (CRP)



Agenda

- **Program Overview**
- **The Requisition**
- **The Resume Builder**
- **MWR CRP Customer Survey**



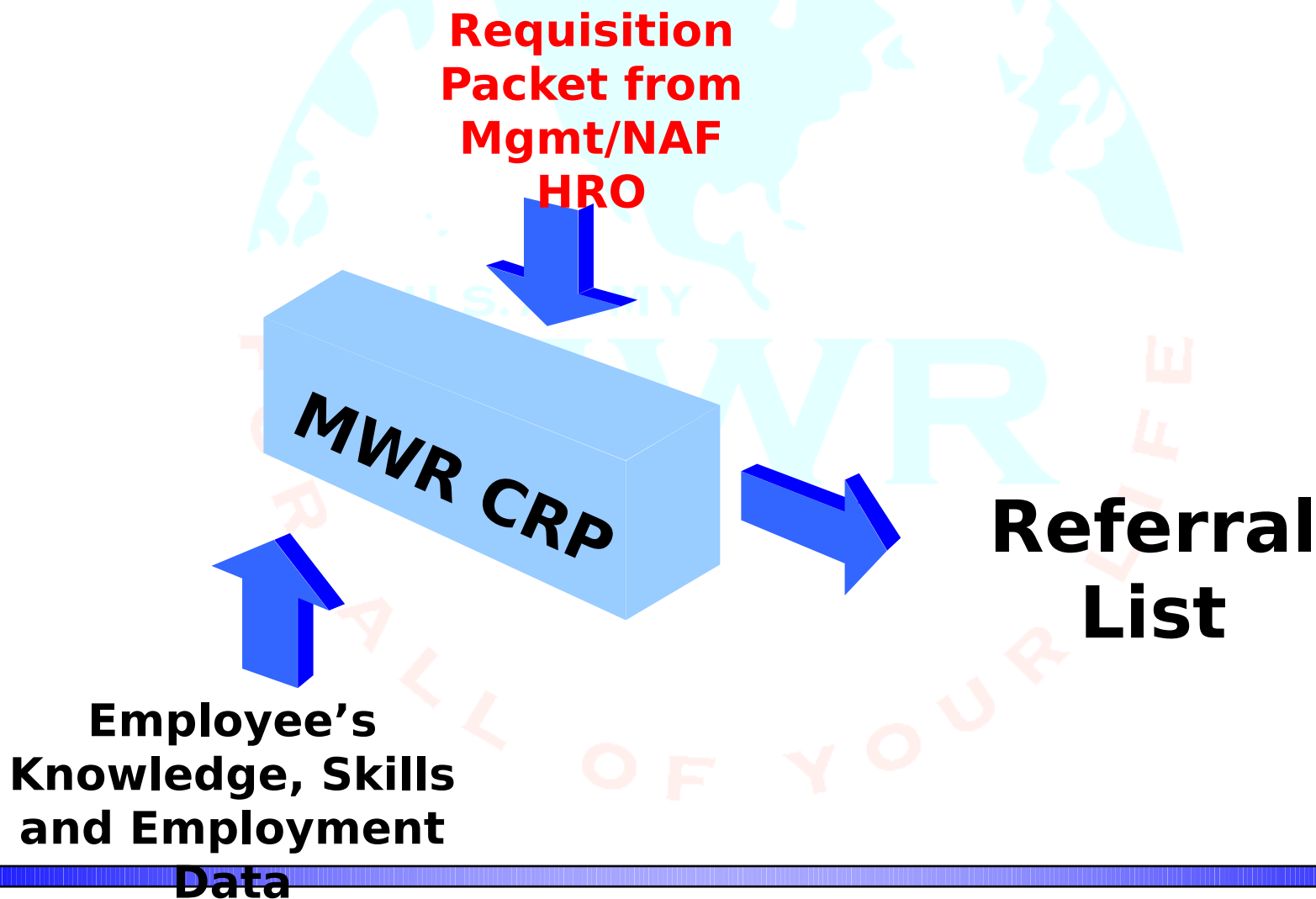


Program Purpose

**Assist in filling vacancies
NF-04/GS-09 and above for
the Army MWR community
world-wide.**



Program Process Overview





The Requisition Packet

- Each requisition packet is submitted through CHRA to ensure that valid position guides are used to fill vacancies per memo from DA G-1,CP-NAF dtd 11 March 2003.
- The requisition packet must contain:
 - the Request for Personnel Action (DA 4017 or E-RPA w/supplement)
 - an active Standardized Position Guide obtained through FASCLASS
 - and a CRP Referral Request Worksheet



The CRP Worksheet

Part One

PART I

POSITION TITLE: Human Resources Specialist (Recruitment)

PAY PLAN-SERIES-GRADE: NF-0201-04 SALARY RANGE (PER ANNUM): \$ \$40,000-\$60,000

PCS EXPENSES:

AUTHORIZED

X

NOT AUTHORIZED

NEGOTIABLE

METHOD OF REFERRAL REQUESTED:

LIST FROM CURRENT INVENTORY

OR ANNOUNCE POSITION FOR

2 Weeks

- **Title:** Include parenthetical when necessary for announcement (i.e. Business Manager (Golf Club))
- **Pay Plan-Series-Grade**
- **Salary Range:** input a “not to exceed” or a reasonable range. Ranges of \$32,500 to \$90,500 are not attractive to applicants.
- **PCS Expenses:** remember that PCS is centrally funded for pay level NF-05
- **Inventory or special vacancy announcement**



Inventory or Announcement??

Management has to decide what will work best for them in the given situation. We encourage current employees to register through the MWR Resume Builder and for hiring officials to utilize our inventory database. Outside applicants can also register for MWR positions by completing their resume online. To fill from within inventory is the fastest method. The Builder allows for quick return. For widest dissemination, advertisement of a position for 1 to 2 weeks on CPOL and USAJOBS.com may capture new applicants.

- **Active inventory of applicants maintained for frequently recurring positions.**

- ✓ Automatic consideration for six months
- ✓ Registrants referred for positions for which qualified and available as defined by:
 - Geographical Preferences -Job Family (CF-00-01 to CF-00-09)
 - Pay System (APF and/or NAF) -Lowest Acceptable Salary

- **Special vacancy announcements typically used when impractical to maintain sufficient applicants from inventory**

- IT Specialist (AppSw) -Nurse
- Attorney -Librarian

In addition to occupations; location, salary, highly desirable criteria, etc. may provide insufficient candidates and may require the use of a special vacancy announcement.

- **Local Recruitment Authority may be issued if authorized by the Chief, Career**



Part Two

PART II

OFFICIAL DA PD #:

AM416

SUMMARY OF DUTIES TO BE PLACED IN THE JOB ANNOUNCEMENT PER DA PD:

Works for Headquarters, United States Army Community and Family Support Center (USACFSC), a FOA under the Assistant Chief of Staff for Installation Management, Serve as a HR specialist and assigned responsibility for recruiting and filling Morale, Welfare, and Recreation jobs (NAF and APF) world-wide for the Department of the Army. Develops criteria for the initial screening process and identifies matching resumes. Applies knowledge of regulations to determine qualifications, basic work characteristics to perform the best possible match for positions. Evaluates and analyzes the resumes and other documents of each candidate that match the criteria. Based on the analysis, determines which of the candidates meet the qualification requirements for referral and issues referral list to servicing human resources office.

Responds to inquiries, grievances and complaints based on rating of qualifications and participate in third party hearings as necessary. On occasion may brief new employees during their formal orientation sessions.

Take time with the selecting official to draw up an attractive statement about the vacancy. Talk about your serviced population, the organization, how many holes you have at the golf course, the type of recreation program to be managed, etc.

The duties in the announcement should not reflect the language verbatim from the position guide.



Part Three

PART III

PLEASE LIST THE TOP THREE SPECIFIC SKILLS AND/OR KNOWLEDGE DESIRED:

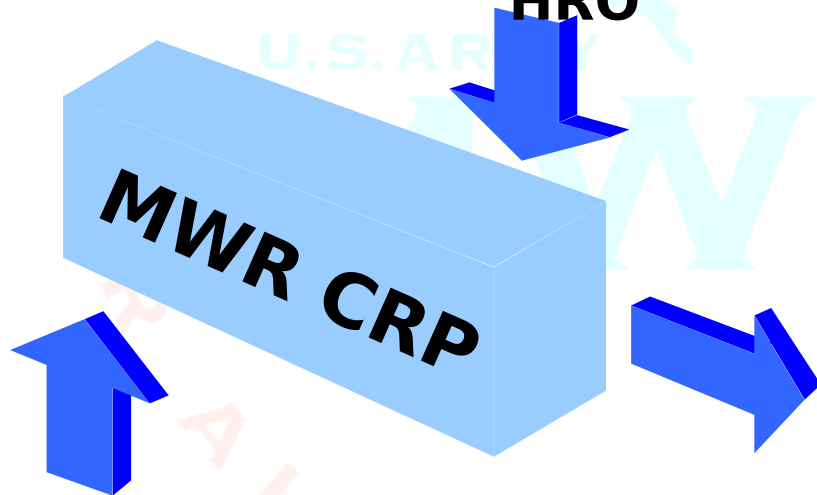
Twelve months experience at the installation level or equivalent which provided knowledge of NAF Classification, staffing rules, regulations and procedures. Possess basic computer skills and knowledge. General knowledge of APF staffing and classification policies and their application to NAF

- At least three job related knowledge and/or skills statements should be notated for a candidate to possess in order to be determined to be among the best qualified candidates.
- Keep in mind that when making these requests that consideration can only be given to such factors if they are related to type and length of experience, education and self-development efforts (i.e. training/certification).
- Competencies and abilities cannot be measured from a resume.
- DO NOT TYPE: "PER PD" TELL US WHAT YOU ARE LOOKING FOR IN A PERSON SO WE CAN SCREEN ON HIGHLY DESIRABLE CRITERIA.**



Program Process

**Requisition
Packet from
Mgmt/NAF
HRO**



**Referral
List**

**Employee's
Knowledge, Skills
and Employment
Data**



MWR Resume Builder Application for MWR Employment

- ✓ **One resume allows continuous employment consideration for six months (after each submission)**
- ✓ **No need for SF 171, DA 3433/-1/-2 or supplemental KSAs (unless otherwise stated)**
- ✓ **Automatic notification of receipt of resume**



The Resume

- **Applicant describes skills and experience**
- **No special forms required (supplemental data may be required for some positions)**
- **Resume should include detailed experience describing “what you did and how you did it”**
- **No need to address KSAs separately in narratives (unless described in the announcement)**
- **Easy to keep current with the click of a mouse**



Resume Preparation

- **Tools to help with resume preparation**
 - **A standard and automated Resume Builder at www.mwrjobs.army.mil**
 - Standard resume format
 - Fill in the blocks
 - **FAQ on web page**
 - **MWR Job Kit**
 - **Link to Website for on-line announcements www.cpol.army.mil**



Common Mistakes Made Using the MWR Resume Builder

- Failure to observe case sensitive nature of User ID (e-mail address)/Password data fields
- Failure to utilize their respective password/e-mail address and establish viable e-mail address
- Improper entry of lowest acceptable annual salary - set too high
- Failure to set realistic salary expectations/geographic availability
- Improper format of salary fields. Numbers Only. No special characters, i.e. \$, , or !.



Future Events

- **Leader Development Program (LDP)**
- **Lifecycle Resumix**
- **New Web Page**
- **Surveys**





Questions and Answers Discussion ??

